

**JOB ANNOUNCEMENT NUMBER: DKR-2011-041**

**OPEN TO:** All interested candidates

**POSITION:** Local Guard Coordinator (amended) FSN- 9

**OPENING DATE:** OCTOBER 21, 2011

**CLOSING DATE:** NOVEMBER 04, 2011

**WORK HOURS:** Full-time position, 40 hours/week

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Dakar is seeking an individual for the position of **Local Guard Coordinator**

*Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to [PersonnelDakar@state.gov](mailto:PersonnelDakar@state.gov).*

**BASIC FUNCTION OF POSITION** This subordinate Locally Engaged Staff (LES) member is responsible for the first-line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO) and/or designated Assistant Regional Security Officer (ARSO), the LGC is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for all US Government facilities under Chief of Mission Authority in Dakar, Bissau and Praia; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO and/or designated ARSO with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program. Assist the RSO and/or designated ARSO with resource management of local guard budget contract valued at more than \$2 million USD annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting in the development of logistical and financial plans.

**QUALIFICATIONS REQUIRED:**

**Education:** Completion of two years of University studies is required.

**a. Prior Work Experience:** Minimum three years of progressively responsible experience in the commercial security guard business, civilian or government police, or military

**b. Language Proficiency:** Level 4 (fluent) English, Level 4 (fluent) French and Level 4 (Wolof) is required.

**d Job Knowledge:** A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required

**Skills and Abilities:** The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of complex reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from

DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

The incumbent must have strong presentation and public speaking skills to conduct conferences with contractors, host-government security officials, and security official of the local American business community, mission management, and other as required in support of the LG program. Composure and self-control are required in situations of a rude questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures. In coordination with FSNIs, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present complex detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

In coordination with the FSNi must have the ability to coordinate with U.S. Officers and foreign national police on security issues impacting the Embassy and its constituent posts.

Ability to understand U.S. Government contracting process to include oversight of the LG contract through formal training, informal training, and firsthand experience.

Must possess strong skills in Department productivity software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

C.

**SELECTION PROCESS:** When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

*NOTE: Only short listed candidates will be contacted.*

**ADDITIONAL SELECTION CRITERIA:**

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) Current Ordinarily Resident (OR) employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
- (4) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (5) Currently employed Not Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (6) Background check will be conducted if selected.

**TO APPLY:** Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or current resume/curriculum vitae that provides the same information as the OF-612.
- (2) Letter of motivation addressing the qualification requirements of the position as listed above,
- (3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as

relevant.

(4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

**SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office**  
**E-mail Address: PersonnelDakar@state.gov**

**CLOSING DATE FOR THIS POSITION: NOVEMBER 04, 2011**

*The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

**DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. Eligible Family Member (EFM) - An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP).

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.